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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරගොඩ, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
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මගේ අංකය

எனது இல

My No

CS/SLAS/ANN.TRA/SP-2018

ඔබේ අංකය

உமது இல

Your No

දිනය

திகதி:

Date

22.09.2017

Secretaries of Ministries,
Chief Secretaries,
Secretaries of Commissions,
District Secretaries/Government Agents,
Heads of Departments

Annual transfers-2018

(Special Grade of Sri Lanka Administrative Service)

Approval is hereby granted to transfers of officers mentioned in the attached schedule with effect from 01.01.2018. Therefore transfer orders attached herewith should be notified to all officers in your institute who have made requests for transfers / who have been transferred as per the attached schedule, and inform them to assume duties at their new service station on the due date.

02. The transfer procedure followed by the Transfer Board in making these transfers has already been sent to you by Public Administration Circular No 17/2017 dated 03.07.2017 and appeals can be made against transfers only if the Annual Transfer Board has not considered the transfer in consistent with the provisions of Chapter XVIII of Procedural Rules (Volume I) of Public Service Commission published in Gazette Extra Ordinary No 1589/30 or Public Administration Circular No 17/2017 on the transfer procedure.

03. A specimen of the Application for appeal is attached herewith. Kindly note to send applications prepared in accordance with the specimen before 06.10.2017 to be considered such appeals. The officers should be informed that the appeals received after that date will not be considered. Further it should be noted that the appeals, in which the employee number mentioned against the officer not included, will not be considered.

04. You are requested to release officers, who have been transferred out of your Ministry/ Department/ Provincial Council/Institute enabling them to assume duties at the new service station, **without retaining them until their successors report for duty.**

Sgd. / J.J. Rathnasiri

Secretary,

Ministry of Public Administration and Management.

File No	Name	Current Work Place	Transferred Work Place	Grade	Remarks
Transfer Batch 0001					
3077	M. Devasurendra	Ministry of Higher Education and Highways	Ministry of Skills Development & Vocational Training	Special	Will be effective on 01-01-2018 To a Special Grade vacant post
3176	Mrs. C.P.W. Gunathilaka	Gampaha Divisional Secretariat of	Ministry of Higher Education and Highways	Special	Will be effective on 01-01-2018
Transfer Batch 0002					
3205	M.A. Thajudeen	Ministry of Industry & Commerce	Ministry of Public Enterprises Development	Special	Will be effective on 01-01-2018 To a Special Grade vacant post
3249	Ms. R.U.Abdul Jaleel	Ninthavur Divisional Secretariat of	Ministry of Industry & Commerce	Special	Will be effective on 01-01-2018
3639	A. Lakkathas	Ministry of Public Enterprises Development	Ministry of Mahaweli Development & Environment	Special	Will be effective on 01-01-2018 To a Special Grade vacant post
Transfer Batch 0003					
3540	Mr. H.D. Sisira	Ministry of National Policies and Economic Affairs - National Centre for Leadership Development	Department of National Museum	Special	Will be effective on 01-01-2018 To a Special Grade vacant post (Successor will be given by New Grade I Promotion)
Transfer Batch 0004					
3605	W.U.P. Premachandra	Ministry of Hill Country New villages, Infrastructure & Community Development	Southern Provincial Council	Special	Will be effective on 01-01-2018 To a Special Grade vacant post
3636	Mr.D.Jeewanadan	Ministry of Public Administration & Management	Ministry of Hill Country New villages, Infrastructure & Community Development	Special	Will be effective on 01-01-2018

File No	Name	Current Work Place	Transferred Work Place	Grade	Remarks
Transfer Batch 0005					
3633	I Sabhalingam	Ministry of National Policies and Economic Affairs	Ministry of Development Assignments	Special	Will be effective on 01-01-2018 To a Special Grade vacant post

2018 Specimen for making Representations against the Annual Transfers of officers in Special Grade of Sri Lanka Administrative Service

Ministry:.....

Identification Number of the Transfer List :

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) :
Mr/Mrs./Miss
 II. Permanent Address :
 III. Residential Address :
 IV. Address of the new place of residence if any change in the residence is due to be made in 2018 :

2. Service Station to which the officer is transferred :
3. Post and Grade :
 3.1 Date of entry to the service :
 3.2 Date of entry to the SP Grade :
4. Date of Birth :
 Age as at 31/12/2017

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.
7. Reasons for Appeal : (State on the reverse of the page)
8. Service Station to which the transfer should be Granted/ Revised :

Ministry :
 Department :

Date :

.....
 Signature of the officer

(b) Observation of the head of the Department:

- I. Above particulars are correct according to the particulars available in the files of the office
- II. Explanation and recommendation given for cancellation/ revision of the transfer

Date:.....

.....
 Signature of the
 Secretary of the Ministry

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)